

**Policy on Additional Employment for Graduate Students**

Graduate study towards a PhD degree in Biochemistry or in Chemistry is a full-time endeavor that requires intensive effort by the student. Graduate students in both programs are supported as Research Assistants or as Teaching Assistants. This financial support is intended to allow the student to focus entirely on their graduate work without the necessity of outside employment.

The Graduate School of the University of Maryland has specific policies for Additional Employment: On-Campus, and Additional Employment: Off-Campus, for graduate students:  
[http://www.gradschool.umd.edu/catalog/tuition\\_and\\_fee\\_policies.htm#11](http://www.gradschool.umd.edu/catalog/tuition_and_fee_policies.htm#11)  
These policies are attached, below.

The Graduate Programs in Biochemistry and in Chemistry allow students to take on additional employment on-campus only in exceptional circumstances. Requests by students for on-campus employment that is in addition to an RA or TA assignment must be accompanied by a written justification letter from the student and the overload request form that is required by the Graduate School. The justification and the overload request must be approved by the student's faculty mentor, the graduate program director, and the Graduate School.

Students are strongly discouraged from taking on additional, off-campus, employment that is not directly related to their graduate research and education. Students must notify their faculty mentor and the graduate program director in writing should they wish to do so. Students must ensure that any such employment does not interfere in any way with fulfillment of their obligations as a graduate student nor impede their progress towards the degree. In accordance with Graduate School regulations, the graduate programs reserve the right to deny RA and TA appointments to students who work off-campus. Graduate students are expected to comply fully with the University policy on Conflict of Interest and Commitment (see <http://www.president.umd.edu/policies/ii310a.html>). This policy requires that any real, potential, or apparent conflict of interest that might exist between a student's graduate work and any outside work must be reported fully and promptly to the student's advisor and the chair of the Department of Chemistry and Biochemistry.

**Graduate School policies:**

**“Additional Employment: On-Campus**

Graduate Assistants may be employed on campus for an additional 10 hours per week beyond their assistantship duties, with an overload approval. No individual may be employed in two capacities in the same department without an overload approval. International students may be limited to a certain number of hours of employment according to their visa status; these students should check with the International Education Services Office, 3117 Mitchell Building, phone 301-314-7740.

“Domestic students who are GAs and who wish to hold more than one position on campus may do so only if the second position is paid on an hourly basis with Labor & Assistants funds (subcode 2075). This policy is necessary to avoid complications concerning benefits. For such individuals, the only benefits allowed are those associated with the graduate assistantship.”

**“Additional Employment: Off-Campus**

“It is expected that the combined responsibilities of graduate studies and assistantship duties will fully occupy a student during the academic year. The University, however, does not prohibit Graduate Assistants from accepting outside employment in addition to their assistantship appointment. It is up to the GA to determine how much time, if any, he or she can devote to additional activities while still maintaining satisfactory progress toward the degree and satisfactory fulfillment of the assistantship responsibilities. Departments and programs have the discretionary right, however, to make appointments to students whose commitment suggests that they are most likely to attain their educational goals and maintain their assistantship responsibilities expeditiously and effectively.”